J O B   A N N O U N C E M E N T

POSITION TITLE: Management Analyst I   **PCN:** 051004
(Non-Bargaining)

REPORTS TO: Director, Economic Dev. & Planning   **P. R.:** N13

PRIMARY RESPONSIBILITIES: Provide workforce navigation services to businesses that interact with the Franklin County Department of Economic Development and Planning. Determine best practices in workforce navigation. Assist local businesses in need of securing workforce talent. Provide information to businesses about the workforce talent through the Department of Job and Family Services (JFS) programs, and incentives available to businesses. Work with agency to create and standardize a procedure that will identify JFS customers that would best suit the needs of businesses. Work with agency to ensure that every individual referred is qualified and committed to the employment opportunity. Market to the business community the workforce talent available. Identify and coordinate with partners to assist in the alignment and/or development of workforce programming.

Review all relevant workforce-related tax incentives offered by other agencies at the local, state, and national level. Work with staff to update/standardize any necessary language to encourage businesses to hire JFS customers. Review local workforce-related programming to determine where additional county activities/resources could be used to promote workforce development.

MINIMUM QUALIFICATIONS: Bachelor's degree in communication, business administration, accounting, or related field with two (2) years of business administration, public administration, or related field experience; or any equivalent combination of training and experience.

STARTING SALARY: $20.04/hour plus a comprehensive benefits package.
                                          180 Day Probationary Period.

DATE POSTED: Wednesday, November 19, 2014

DEADLINE TO APPLY: Tuesday, November 25, 2014

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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